



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

DEPARTMENTAL PROMOTIONAL FOR:
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST In Sacramento

**WHO SHOULD
APPLY**

Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. **(See General Information for exceptions to this requirement.)**

CROSS-FILE

If you meet the entrance requirements for this class and for Systems Software Specialist I (Supervisory), which has the same final file date, you may file for both examinations on the same application.

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, PO Box 944243, Sacramento, CA 94244-2430. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**APPLICATION
DEADLINE**

FINAL FILE DATE: DECEMBER 12, 2005

Applications (STD 678) must be **POSTMARKED** no later than the final file date. **Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. Please indicate the examination title on your application. Applications received without an exam title will not be accepted and the application will be returned to the sender.**

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**REQUIRED
IDENTIFICATION**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$4731 - \$5753 per month

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)
LM60 - 1587

FINAL FILE DATE: DECEMBER 12, 2005
EXAM CODE: 5BP7701

REQUIREMENTS
FOR
ADMITTANCE TO
THE
EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final file date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "Or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM
QUALIFICATIONS

Either I

One year of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or II

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating and maintaining computer software. One year of experience in this pattern must include independent systems programming, leadership over a group of systems software programmers, or participation on software project teams.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

POSITION
DESCRIPTION

Under general supervision, acts as a leader on systems software projects, and/or works independently as a technical specialist on complex systems assignments. This is the advanced specialist level.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. This interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS
APPRAISAL
INTERVIEW
SCOPE

It is anticipated that interviews will be held during January/February 2006. Ordinarily interviews are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

(CONTINUED ON THE NEXT PAGE)

QUALIFICATIONS SCOPE

APPRAISAL

INTERVIEW

SCOPE

(continued)

A. Knowledge of:

1. Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software.
2. The requirements for the installation and implementation of the most complex information technology software systems.

B. Ability to:

1. Write complex programs.
2. Develop detailed program specifications.
3. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.
4. Apply creative thinking in the design and development of methods of processing information with information technology systems.
5. Establish and maintain cooperative relationships with those contacted in the course of the work.
6. Work under pressure.
7. Communicate effectively.
8. Prepare effective reports.
9. Coordinate the activities of technical personnel.

**VETERANS
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

(CONTINUED ON THE REVERSE SIDE)

GENERAL INFORMATION (CONTINUED)

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Mock Oral Interviews: Questions regarding availability of mock oral interviews for this promotional examination should be directed to the California Department of Social Services, Equal Employment Opportunity (EEO) Office at (916) 657-2326. Candidates must contact EEO within 21 days of the final file date for this examination to discuss the availability of mock oral interviews.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.